

OSI Records Management Officer

29 June 1953

Chief, Physics and Electronics Division

Vital Materials Survey

REFERENCE: Memo to Division and Staff Records Management Officers from RMO/SI,
dated 26 May 1953

1. The attached list of material is considered to be the only material held by the P&E Division which should be included in the present vital materials survey. Additional lists will be forwarded on a continuing basis as other material is identified as vital.

2. The P&E Division Records Management Officer has completed a review of the status of the CIA Vital Materials Program that deals with material of interest to this Division. This review investigated the actions being taken on vital materials at present by various components of the Agency. Such a review was necessary to determine the Division responsibility in the program and to establish terms of reference for identifying and classifying the material the Division should include in its vital material survey.

3. This Division is not an "office of record" for any of the various CIA records. Normally this Division operates as a user of these records or provides substantive analysis to produce such records. These records can be separated as into broad categories as follows:

- a. Administrative records (Personnel, budget, policy and procedures)
- b. Operational records (Collection programs, sources and procedures)
- ✓ c. Raw intelligence reports (OO, CS, other agencies' reports and extracts of such)
- d. Finished intelligence reports (NIE, NIS, CI, special studies)
- e. Registry information (BR, IR, OR, and intellofax)
- f. Reference material (Reference aids, textbooks, dictionaries)

The maintenance of these records in each case is the responsibility of an office other than the P&E Division. It is believed this responsibility includes the preservation of a master record as a safeguard against possible destruction. Such a safeguard is the basis for the Vital Materials Program. It has been determined that the present vital material storage efforts of various CIA offices are sufficient to make unprofitable any large scale duplication of these efforts by the P&E Division under existing storage procedures.

~~SECURITY INFORMATION~~

P&E Division Vital Materials

1. Soviet and Satellite Research Institute Files

This is approximately five linear feet of records located in Room 2436 "M" Building, safe #8083. These files consist of abstracts, extracts, maps, complete documents and reproductions from documents concerning certain foreign research institutes. It is believed the only possible means of duplicating these records will be by microfilm or other similar reproduction media.

25X1A5a1 2. [REDACTED] Reports

This material was produced by a Division contractor and is not incorporated in other Agency records.

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